

UNITED STATES MARINE CORPS
Financial Management School
Marine Corps Combat Service Support Schools
PSC BOX 20041
Camp Lejeune, North Carolina 28542-0041

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STUDENT OUTLINE

PERMANENT CHANGE OF STATION

TERMINAL LEARNING OBJECTIVE: Given a travel voucher (DD 1351-2), basic original orders (or certificate in lieu of orders and NAVMC form 11060), endorsements, receipts, standard highway mileage guide, and the references compute permanent change of station (PCS) settlements/advances prior to release to the auditor in accordance with the JFTR. (3432.03.02)

b. **ENABLING LEARNING OBJECTIVES:**

(1) Given prepared orders within the context of a travel scenario and with the aid of references, verify the travel status for the scenario, in accordance with JFTR, Vol. 1 Chapter 4. (3432.03.02a)

(2) Given a simulated itinerary on a DD form 1351-2 and with the aid of a JFTR, Vol. 1, identify in writing the different legs of the journey for the itinerary in accordance with the JFTR, Vol. 1 Chapter 5. (3432.03.02b)

(3) Given a simulated situation related to elapsed time, DD form 1351-2, a calculator and with the aid of references, compute the elapsed time for the situation, in accordance with the JFTR, Vol. 1 Chapter 5. (3432.03.02c)

(4) Given a scenario involving transportation and subsistence entitlements for a PCS, a calculator, supporting documents, and with the aid of reference compute the entitlements for transportation and subsistence for the scenario in accordance with the JFTR, Vol. 1 Chapters 4 and 5. (3432.03.02d)

(5) Given a scenario involving a computed DD 1351-2 Form, and with the aid of reference annotate in block #15 of the DD 1351-2 Form the appropriation data chargeable in accordance with the JFTR, Vol. 1 Chapter 5. (3432.03.02e)

(6) Given a scenario involving dependent entitlements for PCS, a calculator, and with the aid of reference compute the dependent entitlements for the scenario in accordance with the JFTR, Vol. 1 Chapter 5. (3432.03.02f)

(7) Given a scenario involving dislocation allowance for a PCS, a calculator, supporting

documents, and with the aid of reference compute the dislocation allowance for the scenario in accordance with JFTR, Vol. 1 Chapter 5. (3432.03.02g)

(8) Given a scenario involving temporary lodging expenses for a PCS, a calculator, supporting documents, and with the aid of reference compute the temporary lodging expenses for the scenario in accordance with the JFTR, Vol. 1 Chapter 5 (3432.03.02h)

1. TRAVEL STATUS (JFTR U2200)

a. A member is entitled to travel and transportation payments while in a "travel status".

b. A member is in a travel status while:

(1) Performing travel away from their permanent duty station.

(2) During all periods of necessary delay en route.

(3) During all periods of temporary duty.

c. Travel status on PCS orders will:

(1) **Commence:** at the time and date the member actually departs the old permanent duty station or the date and time of detachment, as listed in the orders, whichever occurs first.

(2) **Terminate:** at the time and date a member reports to the new permanent duty station. This does not mean when a member arrives at the new Permanent Duty Station (PDS), but when the member physically reports in for duty.

2. SEPARATE LEGS OF THE JOURNEY (JFTR U5150)

a. Travel between any two points under orders will be considered a separate leg of the journey:

b. You need to be able to determine each separate leg of the journey, as you will compute PCS payments for each leg.

***** EXAMPLE #1 *****

DEP: Camp Lejeune, NC
ARR: Washington, D.C. for TDY(TAD)

DEP: Washington, D.C.
ARR: Kansas City, MO for duty.

There are two separate legs of the journey in this example. The **1ST LEG** is from Camp Lejeune to Washington, D.C. (Number 1 and 2 from the list given in U5150). The **2ND LEG** is from Washington, D.C. to Kansas City, MO (Number 2 and 1 from the list in U5150). You will have to compute PCS payments for each leg.

***** EXAMPLE #2 *****

DEP: Camp Foster, Okinawa (Old PDS)
ARR: Kadena AFB, Oki (Port of Embarkation)
DEP: Kadena AFB, Oki
ARR: Los Angeles Int'l Airport (LAX) (Port of Debarkation)
DEP: LAX
ARR: Trempealeau, WI (Leave)
DEP: Trempealeau, WI
ARR: Camp Lejeune, NC (New PDS)

In the above example, there are three legs of the journey. The **1ST LEG** is Camp Foster to Kadena, **2ND LEG** is Kadena to LAX, **3RD LEG** is LAX to Camp Lejeune.

c. DO NOT combine any of the legs together when computing PCS payments, ensure you compute each leg of the journey SEPARATELY.

3. CATEGORIES OF PCS MOVES

a. There are five different categories of PCS moves. We need to know these because the different categories will affect the Marine's PCS payments, each have their own appropriation data. The categories are:

(1) Accession Travel - This type of travel involves all travel to the Marine's first permanent duty station.

(2) Training Travel - This travel involves students traveling to and from schools of 20 weeks or more.

(3) Continental United States Travel (CONUS) - This category is for all travel between duty stations within the 48 contiguous United States.

(4) Overseas Travel - This type of travel includes all travel to and from overseas duty stations, to include travel to and from Alaska and Hawaii.

(5) Separation Travel - This includes all discharges, retirements and all transfers to the Fleet Marine Force (FMF) reserve.

TRANSITION: Now, before we can go into learning the actual entitlements to PCS travel, we must first take a look at what is called elapsed time.

4. ELAPSED TIME (TPPM, Chapter 10)

a. *Definition*: Elapsed time is the period of time that has passed from the date and time of detachment from the old permanent duty station to the date and time of reporting to the new permanent duty station.

The following codes will be used on the travel voucher, these codes are found in chapter 10 of the TPPM. They are:

Date of Detachment	DET
Proceed Time	PR
Delay	DE
Travel Days	TR
Temporary Duty	TD
Awaiting Transportation	AT

b. Identifying the date of detachment.

(1) The date the Marine detaches his/her permanent duty station is used to compute a Marine's elapsed time, unless the Marine physically departs before the date shown on the PCS orders. The earliest of these two dates is considered the date of detachment, which is a day of duty.

***** EXAMPLE *****

Marine's orders state date of detachment is 6/3.
Marine departs OLD PDS on 5/31.
Date of detachment is 5/31.

(2) When detaching from a PDS outside CONUS, if the date of detachment and the date of arrival in CONUS are different, all the dates after the date of detachment will be shown as awaiting transportation (AT), to include the date of arrival in CONUS.

***** EXAMPLE *****

Marine detaches Okinawa on 7/1, gets on an

airplane at Military Airlift Command (MAC) and arrives in Anchorage, AK. While in Anchorage, the plane is delayed due to mechanical difficulties. Marine finally arrives in LAX on 7/3. Date of detachment is 7/1, 7/2, and 7/3 are awaiting transportation days. You would show this on the 1351-2 as:

DET: 7/1
AT: 7/2 - 7/3 (02)

c. Identifying the reporting date.

_____ (1) The reporting date is the date a Marine physically reports to the temporary duty point for TAD **or** the new PDS for DUTY.

(2) The reporting date to the new PDS is also the last day of travel.

***** EXAMPLE *****

Marine departs old PDS on 8/1, checks in for duty at new PDS on 8/31. Date of detachment is 8/1. Reporting date and the last travel day is 8/31.

(3) An exception to this occurs when a Marine detaches the old PDS and checks in to the new PDS on the same day.

***** EXAMPLE *****

Marine detaches on 8/1, reports in to the new PDS on 8/1. 8/1 is the date of detachment, the reporting date and also the travel day. BUT, you can only show 8/1 on the travel claim as:

DET: 8/1
RPT: 8/1

(4) The reporting date at a TDY point is considered a day of duty. Therefore, the last day of travel to the TDY point is the day before reporting to the TDY point.

***** EXAMPLE *****

Marine detaches the old PDS on 7/1, reports to the TDY point on 7/5 for temporary duty, departs the TDY point on 7/12 and reports on 7/30 at the

new PDS for duty. 7/1 is date of detachment;
7/4 is last day of travel to TDY point; 7/5 is the
first day of temporary duty; 7/12 is the last
temporary duty day; 7/30 is the reporting day to
the new PDS and the last travel day to the new PDS.

The last day of temporary duty is a date of detachment from the TDY point. Show the date of detachment/departure from the TDY point as the last day of temporary duty (TD). The only (DET) date you will ever show in the elapsed time is the one from the old PDS. In example #7 above, you would show temporary duty as:

TD: 7/5 - 7/12 (08)

(5) When a Marine detaches the old PDS and reports to the TDY point all in the same day, you will show that date as the detachment date and start the TD days the day after reporting to the TDY point.

***** EXAMPLE *****

Marine detaches old PDS on 8/9 and reports
to the TDY point on 8/9.
You would show on the 1351-2:

DET: 8/9

TD: 8/10 (first Temp Duty day)

Remember, you must always show the first day as a date of detachment, even if this day is a travel day, reporting day or a temporary duty day.

5. COMPUTING ALLOWABLE TRAVEL TIME (TRAVEL DAYS)

a. Before we can compute the travel time, we need to learn the codes for the modes of travel. The codes are found on the reverse side of the DD form 1351 - 2.

b. The codes are 2 digit alphabetical codes.

(1) The first letter of the code stands for the type of transportation.

"T": Transportation Request.

"G": Government Transportation.

"C": Commercial Transportation.

"P": Privately Owned Conveyance.

(2) The second letter of the code specifies the exact kind of transportation used.

"A": Auto.

"B": Bus.

"M": Motorcycle.

"P": Plane.

"R": Rail.

"V": Vessel.

c. Factors for consideration in computing travel time are:

(1) Modes of travel used.

(2) Number of days between date of detachment and date of reporting.

(3) The ordered distance.

d. There are four categories of travel time. They are as follows:

(1) Authorized Traveltime: The maximum time that may be used for travel between duty stations. It is determined in advance, based on the mode of travel the Marine thinks he/she is going to use. The number of days of travel are shown in the orders. Do not accept this as the allowable traveltime, as this is only an estimate.

(2) Constructive Traveltime: The time determined necessary to perform the ordered travel between two points by the **slowest mode** used. It is constructed on the distance traveled by each mode of transportation used. When determining the distance, NEVER exceed the ordered distance.

(3) Allowable Traveltime: It is determined after travel is completed. It will be the constructive traveltime, except when the constructive traveltime exceeds the actual number of days between the date of detachment and date of reporting.

(4) Actual Traveltime: In all cases, when the total elapsed time (number of days) from the date of detachment through the date of reporting is less than the maximum allowable traveltime, the elapsed time used will be the actual traveltime.

(5) Computing constructive traveltime is a step in determining the allowable traveltime. Rules and procedures to determine constructive traveltime are:

(a) ***You will always compute the slowest mode first.*** Compute Privately Owned Conveyance (POC), then Commercial Surface transportation, then Commercial air. POC is computed first without regard to the sequence of the Marine's actual travel. In other words, even if the Marine used CP, then POC, you would compute the POC first.

(b) You will get the distance traveled between each point from the DTOD.

(c) You only need to compute it for the portion of the actual distance that does not exceed the ordered distance.

***** EXAMPLE *****

MBR ordered distance 1000 miles,
Traveled by POC for 650 miles,
Traveled by CB for 150 miles,
Traveled by CP for 500 miles.

You only need to compute 200 miles worth of the CP. You do POC first (650), then CB (150). We have now used 800 of the 1000 miles of ordered distance even though MBR traveled 500 miles by CP, there is only 200 miles left before we have used up the ordered distance. Once we get to the 1000 miles we can stop figuring out the mileage used.

(6) TRAVEL BY PRIVATELY OWNED CONVEYANCE (POC/POV)

(a) Generally, 1 day of travel time is allowed for each 350 miles of the distance the member is ordered to travel. One additional day of travel time is allowed for any distance in excess of multiples of 350 miles if the excess is 51 miles or more.

(b) Take the mileage and divide it by 350. If the fraction portion of your answer is less than .1457, **DO NOT** grant an additional day of travel. If it's .1457 or higher grant an additional day of travel.

***** EXAMPLE #1 *****

Ordered distance is 1483 miles. MBR drove
POC entire distance. $1483 - 350 = 4.23$.
Allow only 5 days, as .23 exceeds .1457.

***** EXAMPLE #2 *****

Same scenario as above only this time the ordered distance is 1250. $1250 - 350 = 3.57$. Allow 4 days, As .57 exceeds .1457.

***** EXAMPLE #3 *****

Same scenario as example #11 except the ordered distance is 750 miles. $750 - 350 = 2.1428$. Allow 2 days, as .1428 does not exceed .1457.

(7) TRAVEL BY COMMERCIAL MEANS:

(a) Traveltime for commercial transportation is based on 1 day of travel for each 18 hours of traveltime; for any fraction of 18 hours grant one additional day.

(b) *Commercial surface (Bus/Rail)*. One hour of traveltime is allowed for each 40 miles traveled by commercial surface transportation. Compute as follows:

(b1) Determine the number of miles traveled by commercial surface transportation. (This must not exceed the number of miles remaining on the official distance after POC miles were deducted.)

(b2) Divide the allowable distance by 40 to determine the hours allowed.

(b3) If no other type of commercial transportation was used, divide the number of hours by 18 to determine the number of days allowed for commercial transportation.

(c) *Commercial Air*. One hour of traveltime is allowed for each 500 miles traveled by commercial air. Compute as follows:

(c1) Determine the number of miles traveled by commercial air. (This must not exceed the number of miles remaining on the official distance after POC and commercial surface miles have been deducted.)

(c2) Divide the allowable distance by 500 to determine the number of hours allowed.

(c3) Add the number of hours for commercial surface transportation (if used) to the number of hours used for commercial air transportation.

(c4) Divide the total number of hours by 18 to determine the number of days allowed for commercial transportation.

(d) Remember that before dividing by 18 (hours per day) you must add both commercial surface and commercial air hours together.

(8) Add the POC traveltime to commercial traveltime to arrive at your total constructive traveltime. (Regardless of the number of modes of transportation used, only 1 day is allowed if

the ordered distance is less than 401 miles.)

(9) The allowable traveltime for land travel is the lessor of the constructive traveltime, or the actual elapsed time.

EXAMPLE

Actual

Member detaches old PDS on 7/1

Reports new PDS on 7/5

Total elapsed time: 5 days

Constructive

Ordered distance between duty stations: 575 miles

Marine traveled by POC. Constructive travel time is 2 days.

Allowable traveltime in this case is 2 days.

CONSTRUCTIVE:

Mileage via POC _____ miles

Mileage via CB/CR _____ miles

Mileage via CP _____ miles

OFFICIAL ORDERED DISTANCE _____ miles

POC.....(- _____ miles.. (Conversion chart = _____ days)

_____ subtotal

CB/CR.....(- _____ miles div by 40 = hours)

_____ subtotal

CP(- _____ miles div by 500 = hours)

Total traveltime via POC..... (_____ days)

Total COMM hours _____ div by 18 = _____ or (_____ days)

A. Total constructive traveltime..... (_____ days)

Actual elapsed time..... (_____ days)

Allowable traveltime..... (_____ days)

POV MILEAGE TO DAYS CONVERSION CHART

<u>MILES</u>	<u>DAYS</u>	Note:	(1)
1 - 400	1		Regardless of the number of modes of transportation used,
401 - 750	2		allow 1 day if ordered
751 - 1100	3		distance is 400 miles or
1101 - 1450	4		less.

1451 - 1800	5	
1801 - 2150	6	(2) Grant one additional
2151 - 2500	7	day for each fraction of
2501 - 2850	8	350 miles in excess of 51.
2851 - 3200	9	(e.g. 350 miles = 1 day
3201 - 3550	10	401 miles = 2 days)

(3) Round out fractions to the next higher whole day (e.g. POC 1.8 = 2 days)

(4) Total constructive traveltime will be the allowable traveltime, unless actual elapsed time is lessor.

6. PROCEED TIME (TPPM, Chapter 10)

a. The purpose of proceed is to enable a Marine to attend to administrative details involved in PCS moves; i.e., disestablishing and/or establishing residences, changing vehicle licensing, and changing residence for taxation and voting purposes.

b. When PCS orders prescribe no limited reporting date, the following personnel are entitled to 4 days proceed time on the date of detachment:

(1) Officers, with or without dependents.

(2) Enlisted personnel in the grade of Corporal (over 2 years service) and above, with or without dependents.

(3) Enlisted personnel in the grades of Corporal (2 years service or less) and below, with dependents. (includes enlisted Marines married to service members.)

c. For the following transfers, proceed time is not authorized:

(1) Transfer incident to assignment to first permanent duty station.

(2) When PCS orders express haste that requires reporting within 4 days of detachment.

(3) Transfer from home or other place to first permanent duty station upon acceptance of commission. (This restriction does not apply when a Marine is on active duty immediately before date of acceptance of the commission.)

(4) Transfer from a recruiting station to the first permanent duty station following enlistment/reenlistment when the recruiting station was not the member's duty station on the date immediately before the date of enlistment/reenlistment.

(5) Transfer incident to separation, release from active duty or active duty for training, transfer to the Fleet Marine Corps Reserve, or retirement.

d. When a Marine is transferred PCS with TDY en route, proceed time may be taken any time between the date of detachment from old PDS and the date of reporting at the new PDS. Proceed time can be taken either before the TDY or after, but not both, regardless of whether the Marine takes all or part of the proceed time.

***** EXAMPLE *****

A SSGT detached on 7/1, traveled by POC.
Ordered distance was 1253 miles. Marine
reported for TDY en route on 7/14, left TDY on 7/16,
traveled 432 miles by POC and reported to
new PDS on 7/30.

Proceed charged before TDY

DET: 7/1
PR: 7/2 - 7/5 (04)
DE: 7/6 - 7/9 (04)
TR: 7/10 - 7/13 (04)
TD: 7/14 - 7/16 (03)
DE: 7/17 - 7/28 (12)
TR: 7/29 - 7/30 (02)

Proceed charged after TDY

DET: 7/1
DE: 7/2 - 7/9 (08)
TR: 7/10 - 7/13 (04)
TD: 7/14 - 7/16 (03)
PR: 7/17 - 7/20 (04)
DE: 7/21 - 7/28 (08)
TR: 7/29 - 7/30 (02)

DDEW statement would read: 520|000 STRT PCS 0800 19990701-PR04 DE04 TR04 TD03 DE12 TR02 (TIME)19990731.

e. When the MBR does not use enough time between date of detachment and the date of reporting to be entitled to proceed, then none will be allowed. It is mandatory that you give a Marine his/her travel days first. If there are days left once you give a Marine his/her travel days, you may give him/her proceed days. A Marine can be charged for less than 4 days of proceed.

***** EXAMPLE *****

Capt. detached on 3/1, ordered distance 324
miles. MBR checked in to new PDS 3/5.

DET: 3/1
PR: 3/2 - 3/4 (03)

TR: 3/5 (01)

DDEW statement would read: 520|000 STRT PCS (TIME) 19990301 PR03 TR01 (TIME) 19990306.

7. DELAY

The easiest way to determine delay is to remember that any day that can not be charged as something else (e.g. TAD, DET, travel days, Hospitalization, etc.) will be charged as delay (DE).

8. REPORTING OF ELAPSED TIME ON THE DD 1351-2

a. Elapsed time is computed and shown on the 1351-2, and then a Disbursing Data Entry Worksheet is completed to input the elapsed time into the Marine Corps Total Force System (MCTFS).

***** EXAMPLE *****

Date of Detachment	DET:	7/1	
Proceed Time	PR:	7/2 - 7/5	(04)
Delay	DE:	7/6 - 7/16	(11)
Allowable Traveltime	TR:	7/17-7/19	(03)

DDEW statement would read: 520|000 STRT PCS (TIME) 19990701 PR04 DE11 TR03 (TIME) 19990720.

9. EFFECTIVE DATE OF PCS ORDERS (JFTR APPENDIX "A")

a. Effective dates of PCS orders help us determine if a Marine rates certain travel entitlements.

b. The effective date of the PCS orders for retirements or separations is the last day of active duty.

c. All other Marines, the effective date will be the date required to begin travel from the old permanent duty station, or TDY point in order for the Marine to arrive at the new PDS on the report by date via the modes of transportation authorized or used.

***** EXAMPLE *****

A LCpl detaches (5/30) and is required to report to the new PDS on 10 June. The Marine travels via POV

and is authorized 7 days travel (ordered distance 2300 miles).
Authorized/Actual reporting date 10 June. Less 7 days
travel time actually used = 3 June. Add 1 day for inclusive
date = 4 June. Effective date of PCS orders **4 June**.

The Marine's elapsed time would look like this:

DET: 5/30
DE: 5/31 - 6/3 (04)
TR: **6/4** - 6/10 (07)

d. Notice in the above example how the effective date of the PCS orders is the same date as the first day of constructive travel. That will always be the case. ***The effective date of the orders will be the first day of constructive travel on the last leg of the journey.***

***** EXAMPLE *****

A SSgt is transferred on 10/1 from Camp Pendleton, CA to MCAS El Toro, CA for TDY. (report by 10/3)
Departs the TDY point on 10/15 and is to report to MCLB Albany, GA for duty by 31 OCT. SSgt checks in on 10/30. All travel via POV.

DET: 10/1
TR: 10/2 (01)
TD: 10/3 - 10/15 (13)
PR: 10/16 - 10/19 (04)
DE: 10/20 - 10/23 (04)
TR: **10/24** - 10/30 (07) (OD is 2185)

The effective date of these PCS orders will be **10/24**.

10. PCS ENTITLEMENTS (JFTR CHAPTER 5, PART B)

a. There are several PCS entitlements listed in chapter 5 of the JFTR, however, we will only cover the following:

- (1) Member Travel and Transportation Allowances.
- (2) Dependent Travel and Transportation Allowances.
- (3) Dislocation Allowance.
- (4) Temporary Lodging Expense.

TRANSITION: Let's get right into the member's payments.

11. MEMBER'S ENTITLEMENTS (U5105)

a. Definitions:

- (1) Privately Owned Conveyance - Cars, trucks, boats, motorcycles, airplanes.
- (2) Commercial Transportation - Any transportation provided by a common carrier.
- (3) Common Carrier - A business such as American Airlines, Greyhound, or Amtrak, which furnishes commercial transportation as a public service under rates prescribed by lawful authority.
- (4) Government Transportation - Any transportation owned, leased and operated by the United States Government.
- (5) Government Transportation Request - This is a ticket purchased by the government for transportation on a common carrier.

b. Monetary Allowance in Lieu of Transportation (MALT)

- (1) When a member travels via POC on PCS, the member is entitled to MALT PLUS FLAT PER DIEM.
- (2) The MALT portion is paid on a "per mile" basis for the ordered distance of each separate leg of the journey.
- (3) The PLUS FLAT PER DIEM portion is paid on a whole day basis, without any deductions, for the allowable travel time.
- (4) The rates of reimbursement for MALT PLUS are:
 - (a) MALT rates payable:
 - (a1) The MALT for a member performing a PCS move is based on the number of authorized travelers in the POC.
 - (a2) An authorized traveler is any dependent of the Marine. The Marine would also be an authorized traveler. Any other service member can be considered an authorized traveler, as long as that individual is under orders.
 - (a3) To get the MALT, the Marine must be the owner/operator of the vehicle. Remember from TAD, the Marine must be responsible for paying the operating expenses for the POC.

(a4) The MALT rates are:

<u>CENTS PER MILE</u>	<u>NUMBER OF AUTHORIZED TRAVELERS</u>
\$0.15 _____	1
\$0.17 _____	2
\$0.19 _____	3
\$0.20 _____	4 or more

(b) FLAT PER DIEM payable (the PLUS portion)

(b1) \$50.00 per day, payable on a whole day basis for the number of travel days authorized. Remember, the number of days paid, cannot exceed the allowable travel time.

(b2) Since the PLUS portion is paid on a flat per diem basis, no deductions will be made from the \$50.00.

(b3) When two or more members travel together in the same POC, each individual will be entitled to the flat per diem for the allowable travel time, even though the owner/operator is the only one being paid the MALT portion.

***** EXAMPLE *****

A GySgt is transferred from MCAS El Toro
on 6/1 and reported to Camp Lejeune on 6/30.
He traveled via POC and was owner/operator.

<u>ELAPSED TIME COMPUTATIONS</u>	<u>MALT COMPUTATIONS</u>
DET: 6/1	2631 X .15 = \$394.65
PR: 6/2- 6/5 (04)	\$50.00 X 8 = \$400.00
DE: 6/6- 6/22 (17)	
TR: 6/23-6/30 (08)	TOTAL ENTITLEMENT = <u>\$794.65</u>

***** EXAMPLE *****

A Maj is transferred from Camp Lejeune on
2/1 and reported to NAS Millington on 2/3.
She traveled via POC and was owner/operator.

<u>ELAPSED TIME COMPUTATIONS</u>	<u>MALT COMPUTATIONS</u>
DET: 2/1	854 X .15 = \$128.10
TR: 2/2 - 2/3 (02)	\$50.00 X 3 = \$150.00

TOTAL ENTITLEMENT = **\$278.10**

Note: In the above example no proceed time was allowed, as there was not enough days left after the detachment and travel days were given.

c. Reimbursable Travel Expenses (U5109) A Marine can receive reimbursement for the following expenses on a PCS move:

- (1) Official local phone calls, official long distance phone calls when authorized.
- (2) Passport, Visa and Traveler's checks, fees
- (3) Trip insurance in connection with U4525.D (when applicable)
- (4) Taxi's, buses, subways etc. between residence and carrier terminals, between carrier terminals and from carrier terminals to residence.
- (5) Airport taxes, boarding fees at foreign airports, baggage handling at airports, must show number of bags.
- (6) Registration Fees
- (7) Taxi driver's, 15% of fare, raised to the next multiple of 5.
- (8) Parking fees, road, bridge or tunnel tolls and ferry fees.

12. REIMBURSEMENT FOR PERSONALLY PROCURED
TRANSPORTATION PLUS PER DIEM (U5105.C)

a. When a member procures transportation from a common carrier at personal expense, you must do a *two way cost comparison*, the member will be reimbursed under the rules below for the cost of the transportation plus the Meal and Incidental Expense (M&IE) portion of the per diem rate.

(1) **Two way cost comparison.**

(a) Per diem will be paid under the lodging plus system. Use the M&IE portion of the per diem rate.

(b) When there is only one leg of travel, or no overnight stopover, use the NEW permanent duty station's M&IE rate. If a stopover (e.g. designated place, TDY, POE/POD) for the night is needed, use the stopover's locality rate for the day of the stopover and *always* use the NEW PDS rate for the last leg of the journey. **There are no instances in which the old permanent duty station per diem rate is used.**

(c) The member is entitled to 75% of the M&IE portion of the per diem rate, regardless of the time he/she departed or reported to the PDS and/or the TDY site.

***** EXAMPLE *****

Cpl detaches from HQMC on 6/30 and reports to CLNC for duty on 7/15. Travel via CP. In this example you would pay 75% of Camp Lejeune, NC M&IE rate (26 x 75% = \$19.50).

***** EXAMPLE *****

Col detaches HQMC on 4/5 and reports to NAS Pensacola, FL for TDY. On 5/10 SNM departs NAS Pensacola, FL and reports to CLNC on 5/20 for duty. All travel was via CP. For the first leg pay 75% of Pensacola's M&IE rate (34 x 75% = \$25.50). On the second leg pay 75% of Camp Lejeune's M&IE rate (26 x 75% = \$19.50).

(d) When TR's are available to the Marine, and the Marine procures transportation costs, reimburse the Marine his cost plus per diem, not to exceed a TR cost plus per diem. If the Marine did not procure any local transportation costs between airports and duty stations, you would add in the estimated local ground transportation onto the actual portion of your two way cost comparison. The per diem for both is based on 75% of the new PDS's M&IE rate.

***** EXAMPLE *****

PFC detaches from Reserve Station Pasadena, CA. SNM is to report to MCAS Yuma, AZ. SNM flies from L.A. to Las Vegas, NV, and then to Yuma, AZ. MBR's cost was \$99.00. SNM took 30 days leave. Taxi from Yuma A/P to MCAS Yuma was \$10.00; Pasadena to LAX was \$22.00; TR's were available. MBR's cost was less than \$100.00. Cost of commercial flight from L.A. to Yuma is \$77.00.

<u>ACTUAL</u>		<u>CONSTRUCTIVE</u>	
CP :	\$99.00	CP:	\$77.00
Reim Ex:	\$22.00	Reim Ex:	\$22.00
	\$10.00		\$10.00
Per Diem:	\$30.00 x 75% = \$22.50	Per Diem:	\$30.00 x 75% = \$22.50

TOTAL: \$153.50

TOTAL: **\$131.50**

Note: In the above case, you would pay the Marine the constructive costs, **\$131.50**. The reimbursable expenses are the estimated cost between RS Pasadena and Pasadena A/P, and from Yuma A/P to MCAS Yuma.

(e) Transportation Requests are NOT Available

(e1) When TR's are not available, reimburse the Marine the cost of Commercial Transportation plus per diem. This can not exceed the cost of regular commercial transportation over the usually traveled direct route, plus per diem. To determine the cost of regular commercial transportation, use the standard coach fare, not discounted or government reduced rates.

***** EXAMPLE *****

PFC detaches from Pittsburgh, PA. SNM is to report to MCAS Yuma, AZ. SNM flies from Pittsburgh to New York, and then to Yuma, AZ. MBR's cost was \$309.00. SNM took 30 days leave. Taxi from Yuma A/P to MCAS Yuma was \$10.00. TR's were not available. Cost of regular coach fare from Pittsburgh to Yuma is \$315.00.

<u>ACTUAL</u>		<u>CONSTRUCTIVE</u>	
CP :	\$309.00	Coach :	\$315.00
Reim Ex:	\$10.00	Reim Ex:	\$10.00
Per Diem:	\$30.00 x 75% = \$22.50	\$5.00 (Pitt to A/P)	
		Per Diem:	\$30.00 x 75% = \$22.50
TOTAL:	<u>\$341.50</u>	TOTAL:	\$352.50

Note: In this example, you would reimburse the Marine his actual costs, as it is less than the constructive costs. The per diem for both is based on 75% of the new PDS's M&IE rate.

INTRODUCTORY TRANSITION: Now that we know how to compute commercial travel, lets move on to travel via government transportation or government transportation request.

13. TRAVEL VIA GOVERNMENT TRANSPORTATION OR GOVERNMENT TRANSPORTATION REQUEST (U5105.D)

a. Since there is no cost for transportation to the member, there is no reimbursement for

transportation. You will pay the Marine per diem (M&IE) for every day necessary to complete the travel. In addition to paying per diem, you will reimburse the Marine for all allowable reimbursable expenses.

b. If travel is via Government Auto, you will pay the Marine per diem (M&IE) for every day that is necessary to complete the trip, *or* for the number of allowable travel days certified in accordance with U5160, whichever results in the lesser amount.

14. MIXED MODES: (U5105.E)

a. When travel is performed via mixed modes between any points that are considered to be a separate leg of the journey, the member will be considered to be in a mixed modes status. When a Marine travels at personal expense between local terminals and duty stations, *or* if government conveyance is used between these points, it will not be considered as mixed mode travel.

*** EXAMPLE ***

5/15	0800	DEP	DFAS Kansas City, MO	CA
5/15	0845	ARR	Kansas City A/P	AD
5/15	1000	DEP	Kansas City A/P	CP
5/15	1745	ARR	Jacksonville A/P	AD
5/15	1830	DEP	Jacksonville, NC	PA
5/15	2000	ARR	Camp Lejeune, NC	MC

Note: In the above example, this is not considered to be MIXED MODES. The individual used commercial transportation and POV, but the POV was only used between the local terminal and the PDS.

*** EXAMPLE ***

5/15	0800	DEP	DFAS Kansas City, MO	CA
5/15	0845	ARR	Kansas City A/P	AD
5/15	1000	DEP	Kansas City A/P	CP
5/15	1700	ARR	Washington, D.C.	LV
5/25	0955	DEP	Washington, D.C.	PA
5/25	1600	ARR	Camp Lejeune, NC	MC

Note: The above example shows a MIXED MODE itinerary. The Marine traveled partly by personally procured commercial transportation and partly by privately owned conveyance.

15. THREE WAY COST COMPARISON:

a. When a Marine travels via MIXED MODES, you must do a *three way cost comparison*, you will pay the Marine his actual transportation costs not to exceed the greater of:

(1) **Actual:**

(1a) Actual transportation costs include all personally procured transportation, reimbursable expenses and MALT for any POC travel. (If the Marine was the owner/operator.)

(1b) Per diem on the actual portion is payable for **every day** a Marine physically travels. If a Marine only drives for 100 miles, but takes two days to do so, you will pay the flat per diem for 2 days. M&IE per diem is based on where the Marine is at 2400.

(2) **Malt plus Flat Per Diem:** Pay POV MALT and Per Diem for the ordered distance, as if the Marine actually drove a POV for the entire leg of the journey.

(3) **TR plus M&IE Per Diem:** Pay the Marine as if he/she used a TR. Pay the TR cost, estimated ground transportation, and per diem.

Once you have all three figures, you take the two comparisons and disregard the lesser of the two. Then taking your higher comparison, compare that dollar amount to the actual dollar amount and pay the lessor of the two .

*****EXAMPLE *****

A Major was transferred from San Diego, CA to Camp Lejeune, NC. He departed San Diego by commercial plane and flew into Kansas City and then to St. Louis, MO. Upon departure from St. Louis he traveled via POC to Camp Lejeune. Member's cost from San Diego to Kansas City was \$175 and \$110 from Kansas City to St. Louis. Member was the owner/operator of POC.

8/15	DEP	0800	San Diego, CA	CP	
8/15	ARR	2200	Kansas City, MO		LV
8/30	DEP	1015	Kansas City, MO	CP	
8/30	ARR	1300	St Louis, MO		LV
9/11	DEP	0700	St Louis, MO	PA	
9/14	ARR	1545	Camp Lejeune, NC		MC

<u>ACTUAL</u>	<u>MALT</u>	<u>TR</u>	
8/15 CP \$175.00	2607 X .15= \$391.05	TR	\$225.00

8/15 Per Diem \$31.50	\$50.00 X 8= \$400.00	CA \$20.00
8/30 CP \$110.00		Per Diem \$19.50
8/30 PerDiem \$42.00	Total = \$791.05	
Mileage 947 X .15=\$142.05		Total = \$264.50
9/11 \$50.00		
9/12 \$50.00	In this example, we would pay	
9/13 \$50.00	the actual not to exceed the	
9/14 \$50.00	greater of the other two	
	comparisons.	
Total = <u>\$700.55</u>		

16. ALLOWANCES WHEN A MODE OF TRAVEL HAS BEEN DIRECTED

When travel is directed, and the Marine chooses to use a different mode of travel, reimbursement is prohibited unless a statement from the Marine's old command is provided. The statement must indicate that the mode directed was not available at the time or place required to comply with the orders.

17. ACCESSION TRAVEL TDY ENROUTE

a. On accession travel, **NO PER DIEM** is payable when both Government quarters and messing are available.

b. Under a normal transfer with TDY enroute, the TDY will be in the Marine's basic PCS orders. The TDY point is then considered under the rules of "Separate Leg of the Journey". In other words, you have to pay the Marine his PCS allowances from the old PDS to the TDY point and then on to the new PDS. *Recruiter's assistance* is different, the TDY is not authorized in the orders. Therefore, you will not pay per diem or malt, this is not considered a separate leg of journey. You only pay PCS allowances from Old PDS to the next point that was listed in the orders.

***** EXAMPLE *****

PFC graduates MCRD San Diego on 5/31. His orders tell him to report to CLNC by 6/26 for school. While at home on leave, SNM goes to see his recruiter. A message is sent off requesting that the PFC be allowed to perform recruiter's assistance. The PFC performs TDY from 6/26 - 7/15, and is to report to CLNC by 7/17. You would **NOT** pay TDY per diem for 6/26 - 7/15, and the PCS allowances are from San Diego to CLNC only. In this example, the cab from MCRD San Diego to San Diego A/P was \$5.00 and the CP

from San Diego A/P to Roanoke, VA was \$245.00.
The CP from Roanoke to Camp Lejeune was \$130.00.

5/31	DEP	1100	MCRD San Diego	CA	
5/31	ARR	1140	San Diego A/P		AD
5/31	DEP	1230	San Diego A/P	CP	
5/31	ARR	1630	Roanoke, VA		LV
6/26	DEP	0730	Roanoke, VA	PA	
6/26	ARR	0800	Roanoke, VA RS		TD
7/15	DEP	1630	Roanoke, VA	CP	
7/16	ARR	2030	Camp Lejeune, NC		MC

<u>ELAPSED TIME COMPUTATIONS</u>	<u>ACTUAL</u>	<u>TR</u>
DET: 5/31 (1100)	CP \$375.00	TP \$225.00
DE: 6/1 - 6/25 (25)	CA \$5.00	CA \$20.00
TD: 6/26 - 7/15 (20)	Per Diem \$19.50	Per diem \$19.50
TR: 7/16 (2030)(01)		
	Total = \$399.50	Total = <u>\$264.50</u>

18. PCS WITH TDY ENROUTE:

a. Per diem for the first day of TDY will be paid on a full day basis.

b. Per diem will not be paid for the last day of TDY. The member is in a PCS STATUS and entitled to PCS entitlements.

*****EXAMPLE *****

A SSgt is transferred on 10/1 from MCRD San Diego, CA to MCAS El Toro, CA for TDY. (report by 10/3)
Departs the TDY point on 10/15 and is to report to MCLB Albany, GA for duty by 31 OCT. Government messing is available. Government quarters are available at \$3.00 per night.

10/01	DEP	0800	MCRD San Diego, CA	PA	
10/03	ARR	2200	El Toro, CA		TDY
10/15	DEP	1015	El Toro, CA	PA	
10/18	ARR	1300	St Louis, MO		LV
10/21	DEP	0700	St Louis, MO	PA	
10/25	ARR	1545	MCLB Albany, GA		MC

FIRST LEG

SECOND LEG

TDY(TAD) PER DIEM

84 X .15 = \$12.60	2185 X 15 = \$327.75	10/03 Thru 10/14
\$50.00 X 1 = \$50.00	\$50.00 X 7 = \$350.00	\$9.00 + \$3.00 = \$12.00(12)
Total = <u>\$62.60</u>	Total = <u>\$677.75</u>	Total = <u>\$144.00</u>

19. INTERNATIONAL DATELINE COMPUTATIONS:

a. When computing travel per diem allowances when a traveler crosses the international dateline (IDL), use the actual elapsed time.

(1) **Westerly Direction.** When crossed in a westerly direction, the calendar date is advanced by one day, therefore the traveler loses a day when crossing the IDL.

Aug. 08	Arr	1400	LAX, Ca
Aug. 08	Dep	1710	
Aug. 10	Arr	0530	Kadena AB, Ja.
Aug. 10	Dep	0630	
Aug. 10	Arr	0730	Camp Butler, Ja.

Note: ***M&IE for Camp Butler, Ja. is \$88.00 per day***

By Comm. & Gov't	By POV
19990808 \$88.00	19990809 \$88.00
19990810 \$88.00 x 75% = \$66.00	19990810 \$50.00
Total \$154.00	\$138.00

(2) **Easterly Direction.** When crossed in an easterly direction, the calendar date is set back one day, therefore the traveler gains a day when crossing the IDL.

Note: ***M&IE for CamPen, Ca. is \$38.00 per day***

Oct 12 Dep	1300	Camp Butler, Ja.
Oct 12 Arr	1400	Kadena AB, Ja.
Oct 12 Dep	1710	
Oct 12 Arr	0900	Lax, Ca.
Oct 12 Dep	1300	CamPen, Ca.
By Comm. & Gov't	By POV	
19991012 \$38.00 x 75% = \$28.50	19991012 \$50.00	

20. TRAVEL TO A DESIGNATED PLACE (U5120.G)

a. When a Marine is ordered on PCS, and dependents travel to the designated place and the Marine travels to the designated place to assist in the move of the dependents, shipment of HHG, or transportation of a POC, the Marine may be authorized PCS payments from:

- (1) Old PDS to New PDS via the designated place.
- (2) The designated place MUST be authorized in the orders prior to reimbursement.
- (3) Once authorized, the travel to and from the designated place becomes a separate leg of the journey. You will pay PCS allowances to and from the designated place, but while the Marine is there, he is charged leave and not given Per Diem.

*****EXAMPLE*****

A SSgt transfers from Okinawa, JAPAN and is authorized travel to Detroit, Michigan (his designated place). He must report to Camp Lejeune, NC (his next permanent duty station) by 30 February. Member traveled via POC as a passenger from Okinawa, Japan to Kadena and as a owner/operator from Los Angeles A/P on.

1/20	DEP	0800	Okinawa, Japan	PA
1/20	ARR	0845	Kadena, AFB	AD
1/20	DEP	1300	Kadena, AFB	GP
1/20	ARR	1700	Los Angeles A/P	AD
1/20	DEP	1800	Los Angeles A/P	PA
1/27	ARR	2330	Detroit, MI	LV
2/15	DEP	0920	Detroit, MI	PA
2/17	ARR	1515	Camp Lejeune, NC	MC

ELAPSED TIME COMPUTATIONS

(OVERSEAS PER DIEM)

DET: 1/20 (0800)
 TR: 1/21- 1/27 (07)
 PR: 1/28 - 1/31 (04)
 DE: 2/1 - 2/14 (14)
 TR: 2/15 - 2/17 (03)(1515)

\$50.00

(LOS ANGELES TO DETROIT)

2300 X .15 = \$345.00
 \$50.00 X 7 = \$350.00

Total = **\$695.00**

(DETROIT TO CAMP LEJEUNE)

838 X .15 = \$125.70
 \$50.00 X 3 = \$150.00

Total = **\$275.70**

21. DEPENDENT ENTITLEMENTS (JFTR CHAPTER 5 PART C):

a. Information contained on the DD Forms.

(1) DD Form 1351-2 (Member/Dependent Travel Voucher). The 1351-2 will list all the member's dependents, date of marriage, children's dates of birth, the address where the dependents were located when the member received PCS orders, etc.

(2) DD Form 1351-2c (Continuation Sheet). This form will be filled out when the Marine's 1351-2 is full and he still has to finish the itinerary or claim for more reimbursible expenses. The 1351-2C will also be utilized when the dependents travel separately from the member.

(3) DD Form 1351 (Coversheet). This form is used to compile all the appropriation data and the amounts paid from the 1351-2 when there is multiple lines of appropriation.

(4) Any Marine, regardless of their rank, is entitled to dependent travel and transportation payments from the old PDS to the new PDS.

(5) The use of POC on PCS is considered to be advantageous to the government.

22. WHEN NOT ENTITLED TO DEPENDENT TRAVEL (U5203.B)

a. Marine's are entitled to dependent travel at Government expense except:

(1) Marine assigned to a school or installation as a student, when the school is less than 20 weeks in duration.

(2) Reservist called to initial active duty for training (IADT) for less than 6 months.

(3) Reservist called (ordered) to active duty for less than 20 weeks. Also, if the Marine is called to active duty in excess of 20 weeks at more than one location, as long as the active duty at each location is less than 20 weeks.

(4) The Marine's spouse is on active duty on the effective date of the orders.

(5) For travel of dependent's performed at personal expense prior to issuance or being notified of PCS orders.

(6) When dependency does not exist on the effective date of the PCS orders.

(7) For travel of dependents to a place at which they do not intend to establish residence. (pleasure trips)

(8) For transoceanic travel, when a Marine is assigned an unaccompanied tour overseas.

- (9) Travel to a TDY point, even if the TDY point is in conjunction with the Marine's PCS.

23. EFFECTIVE DATE OF ORDERS:

a. Travel entitlements are based on the dependent's ages on the date the dependent travel begins. Provided the date travel starts is not in excess of 60 days from the effective date of the orders. There are 4 basic rules that govern the amount of per diem payable for dependent travel on a PCS, they are:

(1) Travel of dependents begins on or before the effective date of PCS orders and is ***completed after the effective date of the orders***, then the payment is based on their ages on the effective date of the orders.

(2) Travel of dependents is ***completed before the effective date of orders***, payment is based on their ages on the date the travel is completed.

(3) Travel of dependents ***begins after the effective date of orders***, but prior to 60 days after the effective date, payment is based on their ages on the date travel starts.

(4) Travel of dependents ***begins more than 60 days after the effective date of orders***, payment is based on their ages on the 60th day after the effective date of the orders.

24. PER DIEM FOR DEPENDENT'S TRAVEL (U5210)

a. A Marine is authorized a per diem payment for each dependent who travels on a PCS move. Travel time for which a per diem is payable, will be certified just like the Marine's travel time. See JFTR U5160.

b. Per diem for one of the Marine's dependents (twelve or older) is based on whether they travel together or separately. Traveling together is called ***CONCURRENT***. When they travel separately from each other the travel is ***NON-CONCURRENT***. Per diem for this dependent is as follows:

(1) ***CONCURRENT*** - When dependents (twelve or older) travel with the Marine, they are paid 75% of the per diem to which the Marine is entitled to.

(2) ***NON-CONCURRENT*** - When one of the dependents (twelve or older) travel separately from the Marine, that dependent will be paid 100% of the per diem that the Marine would have received had he/she performed the travel.

c. All other dependents **12 years of age and older** will be paid 75% of the per diem to which the member would have been entitled to. Dependents **under the age of 12** will be paid 50% of the per diem. Again, the rate of per diem is based on the mode of travel, just like the Marine.

***** EXAMPLE*****

Marine PCS's from CamPen to CLNC.
 Two POV's utilized. MBR claims himself,
 his spouse, and 5 kids on the 1351-2.
 2 kids (Over 12) rode with Dad and 3 kids
 rode with Mom. Travel was unaccompanied.

(MBR MALT PLUS)

1st POV 2642 x .15 = \$396.30
 \$50.00 x 8 = \$400.00

Total = **\$796.30**

Kids O/12 " " 50 x 75% x 2 x 8 =
 Kids U/12 " " 50 x 50% x 3 x 8 =

(DEPNS MALT PLUS)

1st POV 2642 x .04 = \$105.68

2nd POV 2642 x .20 = \$528.40

Spouse Per Diem 50.00 x 100% x 8 = \$400.00

\$600.00

\$600.00

d. Dependent modes of travel (U5205)

(1) Member and all dependents travel in one POC. (Concurrent)

(a) When member's dependents travel concurrently with the member, the maximum MALT payable is \$.20 for the vehicle. The member's dependents are still paid the flat rate per diem for every day traveled not to exceed the direct travel days.

EXAMPLE

Member travels concurrently with spouse and four children in one vehicle from Camp Pendleton, Ca. to Camp Lejeune, NC. The children are ages 5, 10, 13, and 15. The breakdown is as follows:

	MALT	FLAT PER DIEM
Member	2642 miles x \$.15 = \$ 396.30	\$50.00 x 8 = \$ 400.00
Spouse	2642 miles x \$.02 = \$ 52.84	\$37.50 x 8 = \$ 300.00
Child (O12)	2642 miles x \$.02 = \$ 52.84	\$37.50 x 8 = \$ 300.00
Child (O12)	2642 miles x \$.01 = \$ 26.42	\$37.50 x 8 = \$ 300.00
Child (U12)	2642 miles --- no entitlement	\$25.00 x 8 = \$ 200.00
Child (U12)	2642 miles --- no entitlement	\$25.00 x 8 = \$ 200.00
TOTAL	\$528.40	\$1700.00

NOTE maximum MALT per vehicle is \$.20 per mile

(2) Two POC's traveling concurrent.

(a) A member is authorized to use 2 POC's without written authorization.

(b) MORE THAN 2 POC's must be authorized in the orders, MALT plus flat per diem will be paid as though the Marine and dependents used two POC's unless authorized in the orders.

(c) When using two POC's concurrently, the same computation rules apply as above except each owner /operator is entitled to \$.15 per mile. Dependents again are entitled to 75% of what the member's entitlement to Flat Per Diem is, including the member's spouse or first child over 12 who drives the second vehicle.

(d) Payment of MALT does not affect the other dependents of the Marine if they travel by a different mode of transportation.

(3) POC's traveling non concurrent.

(a) Whenever the member and spouse/dependents travel non concurrent, the driver of the non concurrent POC is paid as if he/she were the actual member being entitled to 100% of what the member would be entitled to had he/she been driving.

EXAMPLE

Member's spouse and 3 children travel from Camp Pendleton, Ca. to Camp Lejeune (Non concurrently with the member). The children are ages 6, 12, & 18. The spouse is the owner operator of 1 POC, and the 18 year old child is the owner/ operator of the second vehicle:

MALT (#1 POC)		FLAT PER DIEM (#2 POC)
Spouse	2642 miles x \$.15 = \$396.30	\$50.00 x 8 = \$400.00
Child (U12)	2642 miles x \$.02 = \$ 52.84	\$37.50 x 8 = \$300.00
(#2 POC)		(#2POC)
owner/oper. (O12)	2642 miles x \$.15 = \$396.30	\$37.50 x 8 = \$300.00
Child (O12)	2642 miles x \$.15 = \$ 52.84	\$37.50 x 8 = \$300.00

e. Two-Way costs comparison for dependent travel (U5203A.2) The reimbursement limitation is the same as the Marine's.

NOTE: When a commercial automobile (taxi) is utilized, only pay once in the cost comparison on the TR entitlements.

f. Government transportation/Transportation request plus Per Diem(U5203.A1)

(1) There is no cost to the dependents, as when the Marine uses these modes of transportation. Allow all applicable reimbursable expenses.

(2) In addition, pay the dependents per diem for all days necessary to complete the travel via these modes.

g. Three-Way costs comparison (U5203.A) When using commercial auto, only pay once. The reimbursements are the same as paying the Marine. Rules apply as far as paying per diem for every day traveled under the actual computations. You will pay the dependents their actual computations, not to exceed the greater of the Malt or GTR comparison.

25. REIMBURSABLE EXPENSES (U5212)

a. When the dependents use Commercial/Government Transportation or travel via TR's, they are entitled to the following reimbursable expenses:

(1) Taxi's, buses, subways etc. between residence and carrier terminals, between carrier terminals and from the carrier terminals to residence.

(2) POC travel between the places listed in (a) above.

(3) Tips:

(a) Train attendants, when dependents travel separately from the Marine \$1.00 per day max.

(b) Baggage Handling at airports, must show the number of bags.

(c) 15% of taxi fares, raised to the next multiple of 5

(4) Cost of checking and transferring of baggage, number of pieces must be shown on the travel claim.

(5) Passports, visa fees to include the cost of photographs and birth certificates.

(6) Airport taxes, boarding fees, and port taxes, as long as these fees are not included in the price of the ticket.

(7) Cost of obtaining traveler's checks, usually \$1.00 per \$100.00. The total value of the traveler's checks can not exceed the reasonable anticipated travel expenses of the dependents.

b. All reimbursable expenses must be accompanied by a receipt or a statement in lieu of receipts if the cost of the expense claimed is in excess of \$74.99.

26. DISTANCE ENTITLEMENTS:

- a. The Marine is entitled to travel and transportation entitlements for the travel of their dependents from the old PDS to the new PDS.
- b. There are times when the dependents will perform travel from other than the old PDS, or go somewhere other than the new PDS.
- c. The Marine is entitled for the dependents actual travel not to exceed the distance between the old and new PDS.

27. DISLOCATION ALLOWANCES (DLA) (JFTR CHAPTER 5 PART G)

- a. The purpose of a dislocation allowance is to partially reimburse a Marine with/or without dependents for the expenses incurred in relocating the Marine's household.
- b. The following Marines are entitled to DLA on a PCS move:

(1) A Marine with dependents is authorized DLA when the dependents relocate their household to include a designated place.

(2) A Marine without dependents is entitled to DLA when Government quarters at the new PDS are not assigned.

(3) DLA is payable at the with/or without dependents rate, based on the Marine's dependency status on the effective date of the PCS orders. The amount is equal to 2.5 months BAH (amounts found in JFTR table U5G-1).

c. When DLA is not payable.

_____ (1) No DLA is payable in connection with a PCS move when:

(a) Travel is from home or place which called to active duty and the first permanent duty station.

(b) Travel from the last permanent duty station to the home or the place from which called to active duty, upon separation from the USMC.

(c) More than one DLA per fiscal year is not authorized, except if determined by the Secretary concerned. This does not apply to members ordered to attend a course (or courses) of instruction at a school or installation for 20 weeks or more.

(d) The Marine does not relocate his/her household.

28. TEMPORARY LODGING EXPENSES (JFTR Chapter 5 Part H)

- a. Temporary lodging expense (TLE) is to partially offset the living expense incurred in CONUS by the Marine and his/her dependents when it becomes necessary for them to occupy temporary lodging in the vicinity of the old PDS, new PDS, or designated place on a PCS.

b. TLE is payable before the date of detachment from the old PDS, and after the day of reporting to the new PDS, when per diem is not otherwise payable, or

c. During elapsed time between PDS's, for the number of days remaining (not to exceed 10 days), after the number of travel days have been deducted from the elapsed time.

d. TLE is authorized,

_____ (1) Maximum of 10 days in connection with a PCS inside CONUS.

(2) Maximum of 10 days in connection with PCS from outside CONUS to inside CONUS.

(3) Maximum of 5 days in connection with PCS from inside CONUS to outside CONUS.

(4) The days can be split up any way the Marine desires, as long as the maximum number of days, as listed above, is not exceeded.

e. Computing TLE:

_____ (1) A Marine may not be paid more than \$110.00 a day for TLE.

(2) A Marine is required to use Government quarters for TLE. If Government quarters are not available, then an endorsement from the member is required to support the TLE claim.

(3) If the Marine stays with friends or relatives, then the cost of lodging for the day is zero.

(4) There are 6 steps in computing TLE. They are:

STEP 1 - Determine the Maximum TLE by taking the per diem rate for the area temporary lodging was incurred and multiplying that by a percentage. The percentage is based on the number of individuals using the temporary facilities.

<u>NUMBER OF PEOPLE</u>	<u>PERCENTAGE</u>
Marine <u>or</u> 1 Dependent	65 %
Marine and 1 Dependent <u>or</u> 2 dependents	100%
Each additional dependent	25 %

EXAMPLE

If a Marine claimed himself/herself and 3 dependents, the applicable percentage would be

150%.

STEP 2 - Take the result of step 1 and multiply that by **46 %** if no cooking facilities were available in the temporary quarters. If cooking facilities or a government mess were available, multiply the result of step 1 by **23 %**.

STEP 3 - Take the amount from step #2 and add on the daily cost of lodging.

STEP 4 - Determine the total daily allowances to be deducted. The allowances are BAH, and BAS.

(1) BAH - Take the Marine's monthly BAH rate and divide by 30 to determine the daily rate. Do not deduct BAH for the 31st day of a month.

(2) BAS - For enlisted Marines deduct _____ per day; for Officers deduct _____ per day. Do not deduct BAS from Officers on the 31st day of a month.

3 Do not deduct the BAH when the Marine stays with friends or relatives. The Marine is being paid BAH with dependents and receiving TLE for himself only. If the Marine is not receiving it.

STEP 5 - Deduct Step #4 from Step # 3.

STEP 6 - Pay the lesser of STEP #1, STEP #5 or \$110.00. If cooking facilities were available in the temporary quarters or if the Marine used Government messing, prior to comparing take the amount from STEP #1 and multiply it by 77%, then compare your figures.

(5) The following statement must be placed on the 1351-2 or 1351-4, by the Marine, when claiming TLE:

I certify that (I and/or my dependents listed on this claim) incurred temporary lodging expenses on (inclusive dates). The temporary lodging (did/did not) have facilities available to prepare and eat meals.

TLE COMPUTATION SHEET

DETERMINE THE AUTHORIZED DAYS TO BE PAID:

DAILY LODGING COST:

THE AREAS MAX PER DIEM RATE:

THE TOTAL NUMBER OF DEPENDENTS INCLUDING THE MEMBER:

1. DETERMINE MAXIMUM TLE:

(Maximum TLE equals max per diem rate times the approx.. % from Note 3.)

2. AUDIT THE MEALS PERCENTAGE:

(Maximum TLE times the appropriate % from Note 4)

3. Add the daily cost of lodging and step #2:

4. Add daily rate allowances: (BAH)_____+(BAS) =

5. Then subtract step 4 from step 3:

6. Compare step 5 to step 1 and allow the lesser of the two rates not to exceed \$110.00. Take the daily allowable TLE times the number of days claimed at the same rate.

NOTES:

1. If per diem rates differ for any one day, then a separate computation will be required.

2. At no time will the TLE paid exceed the maximum payable:

10 days inside CONUS PCS or outside to inside CONUS PCS

5 days inside to outside CONUS

Not to exceed \$110.00 maximum per day.

3. To determine the Maximum TLE payable use the following:

Member alone **or** 1 Dependent.....65%

Member and 1 dependent **or** 2 dependents.....100%

Each additional person.....25%

Example: Member and 3 Dependents.....150%

4. Meals Percentage are as follows:

Facilities to prepare meals.....23%

No facilities to prepare meals.....46%

5. Use all allowances paid as a result of this Duty Assignment. BAH AND BAS.

6. If lodging contains facilities for preparing meals, reestablish Maximum TLE payable by multiplying the result of Step 1 by 77% after you complete Step 4.